INFORMATION AND COMMUNICATION SERVICES
NIH - TASK ORDER

RFTOP# 30 TITLE: **Citations Management System and Information Retrieval Analysis**

PART I - REQUEST FOR TASK ORDER PROPOSALS

A. POINT OF CONTACT NAME: Anthony Revenis

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B. PROPOSED PERIOD OF PERFORMANCE: One year from the date of award, with options for one additional year.

C. PRICING METHOD: Cost Plus Fixed Fee. The required level of effort is estimated to be approximately 7000 hours for the first year and 3500 hours for the option year.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted to me by e-mail. Please enter in the subject line the following text, "RFTOP# 30 - Proposal." A signed task order form (last page of the RFTOP) will be requested later. NIH envision that proposals will not exceed 20 pages in length.

E. RESPONSE DUE DATE: Monday, August 27, at 3:00 PM local time.

F. TASK DESCRIPTION:

Background

The Cancer Information Products and Systems (CIPS) of the National Cancer Institute (NCI) maintains the Physicians Data Query (PDQ) database. A major section of this database consists of cancer information summaries on the treatment of more than 80 adult and pediatric cancers, cancer genetics, screening and prevention, supportive care, and complementary and alternative medicine and cancer. These summaries are developed and/or maintained by six PDQ Editorial Boards, which meet several times each year to review recently published literature and make recommendations about changes to current summaries or creation of new summaries to reflect the latest research as reported in the

published literature. CIPS also maintains databases of active and closed clinical trials on CancerNet and the PDQ Directories. The clinical trials database is updated on a regular basis with new protocols and amendments to existing protocols, and the PDQ Directories are also updated on a regular basis.

Task 1 Citation Review and Status Management System

Complex literature surveillance is required to ensure that the Boards identify relevant and timely published literature for review. Monthly searches of the medical literature are conducted in topics of interest to the Boards, and the citations that result are loaded into a bibliographic management database. These searches can yield up to 1,500 candidate citations per month. As a result of recent literature surveillance, the current database (built in October 2000) contains more than 11,500 citations. An efficient database and citation management system is required to ensure that multiple levels of review of candidate citations are thorough, accurate, and completed in a timely fashion, and that the status of candidate citations can be documented.

The contractor shall develop a citation management system to facilitate review and documentation of citation status. At a minimum, the following functionality should be included in the system.

Citation Database. Citations that result from literature surveillance must be imported into a database via text files created from Reference Manager or other reliable source. Citation records in the database must include standard bibliographic information as well as information about review and status. The size of the database may grow to be very large (at least 200,000 citations). This database would need to be searchable by date, bibliographic information, and status of citations, among other fields. System development should include addressing the archiving of citations that were identified in searches more than two years old.

Interface with the Database. The system must have a user-friendly interface. This interface needs to be accessible to CIPS staff and other non-NCI staff that will maintain the database. Board Managers will use the interface to initially identify citations that warrant further review and thus need to be retrieved and/or copied as full articles for review. As each potential citation goes through the CIPS and Board member(s) review process, a user-friendly interface should make it easy and efficient to automatically "track" desired information, including status of the citation in the review cycle.

Within the next year, CIPS will have converted PDQ and other databases to an XML-based system. Citations from the citation database that are eventually selected for inclusion in PDQ should retain the ability to be automatically loaded into the CIPS system. Initially, this citation management database is planned to exist outside of the PDQ XML-based system, but it should be designed so that merging into the main PDQ database is possible. The contractor shall be responsible for maintenance of the system until it is part of the new CIPS Core Data Repository.

Task 2 Training and Documentation

After the system described in Task 1 has been deployed, the contractor shall provide one day hands on training to CIPS staff. The contractor shall also be available for additional individual training if necessary. The contractor shall also develop technical and user documentation for the system.

Task 3 Electronic Communication Analysis and Information Retrieval Technology

3.1

CIPS maintains and updates the CancerNet/PDQ database, which includes the latest information on adult and pediatric treatment, screening and prevention, supportive care, cancer genetics, and complementary and alternative medicine, as well as a comprehensive listing of ongoing and closed clinical trials. From the CancerNet Home Page on the Web/Internet, this information may be accessed via direct linking from page to page, with the user navigating through links that point to sources of information; in addition, this database is currently searchable using keywords and pulldown menus. In order to further optimize the utility of this database, a refined search system is needed to facilitate the retrieval of information that is most relevant to the searcher's information needs. Because searchers have varied interests in the extent and type of information desired, searchers should be able to retrieve a range of information on any CancerNet topic, from broad to narrow, that will most suit their requirements.

The contractor shall explore options in new search technology, and shall assist CIPS staff in identifying those data fields/elements and search strategies that would be of the most utility in enhancing the search and retrieval capability of CancerNet.

3.2

CIPS maintains and updates the Cancer Genetics Services Directory on CancerNet/PDQ, which is currently available online to the public. Individuals listed in this database have the ability to electronically update the information contained in their record via a Web-based application/interface. CIPS is also responsible for maintaining a comprehensive database of active and closed clinical trials on CancerNet. Currently, updates and amendments to these clinical trials are submitted primarily in hard copy/paper, as are the original clinical trial protocols. The contractor shall explore options for electronic submission of complete protocols, as well as electronic updates of protocol amendments and all CancerNet/PDQ Directories. These electronic updates are also expected to be Web-based applications. The contractor must take into account assuring that the information presented is accurate, complete, consistent from one record to another, and easily retrievable, and may be asked to provide content and/or technical expertise.

Task 4 Information Resources Training

The contractor shall work with CIPS staff to provide training to the CIS and other NCI offices on any new database searching capabilities or Web site features as a result of the database and redesign effort. This training may include actual hands on training, training material development, or design and development of a Web-based training tutorial.

Task 5 Analysis of Content and Searchability of other PDQ Data

For all other PDQ databases not otherwise addressed above, the contractor will assist CIPS in ongoing research to assess content for accuracy, consistency of presentation, and ease of retrievability, and will assist CIPS staff in developing new search technology and tools.

Management and Staffing

The contractor shall provide the necessary technical and content staff to complete the work described in the SOW. The project manager shall be responsible for the overall management of the project and provide updates to the project officer via the monthly report, email, and telephone calls.

Task Order Deliverables

The following items shall be delivered to the CIPS Project Officer:

Tasks 1 and 2 Items:	**Date:**
1. Deploy and Maintain System	180 days after contract award
2. Technical and User Documentation	180 days after contract award
General	
1. Monthly Project Report	15 days after the close Of each 30 day reporting period

G. EVALUATION FACTORS

The proposed evaluation criteria will be used to determine award of a contract.

1. Corporate Experience and Staffing 70 points

The contractor shall have experience in the following:

- Design and Development of Medical Databases
- Working with the Reference Manager Software Application
- Evaluating Cancer Literature
- Knowledge of Cancer Clinical Trial Systems
- Working with National Library of Medicine's Databases, specifically PubMed
- Using Medical Terminology and Cancer Terminology
- Design and Development of Search Strategies
- Design and Development of Web-based databases
- Knowledge of Cancer Information Products and Systems (CIPS)
- Designing Databases for other NCI Offices
- Working on other similar NCI projects
- Key content person should have medical degree
- Technical Staff with 7 or more years of relevant experience
- Project Staff with experience in Library Science
- Staff with experience in managing NCI projects

2. Technical Approach 30 points

The contractor shall provide a sound technical approach that demonstrates their ability to do the work describe in the SOW.

3. Price

While price will not be the most important evaluation factor, proposed prices will be considered in determining the firm that represents the best value to the government.

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PART II - CONTRACTOR'S REPLY:
TO # _____ CONTRACT #263-01-D-0____
Contractor:
Points of Contact:
Phone- Fax-
Address:

TOTAL ESTIMATED COST: Pricing Method: FFP
TOTAL ESTIMATED NUMBER OF HOURS:
PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR:_____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____
(ATTACH OBLIGATING DOCUMENT IF AN ROC WILL NOT BE USED.)

RECOMMENDED: _____
FAX # Signature - Project Officer Date

APPROVED:_____ _____
FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & ICS COORDINATOR

APPROVED:_____
Signature –Anthony M. Revenis, J.D., NIH-ICS Coordinator Date